**The University of Manchester**

*Job Description*

**Job title:** Data Specialist

**Reports to:** Teaching & Learning Services Manager

**Organisation unit:** University of Manchester Library: Faculty & Student Partnerships

**Date:** January 2021

**HERA:**

**Overall purpose of the job:**

To work under the direction of the Teaching and Learning Services Manager to:

* Provide teaching and learning services to University students and in support of staff with teaching responsibilities
* Provide specific support in the use and analysis of specialist business and financial information datasets, primarily within Manchester Business School
* Create deliver and evaluate pedagogically sound teaching, training and self-help materials

**Key responsibilities:**

* Toprovide teaching and training, particularly relating, but not limited to, business and finance datasets
* To work in partnership with University faculty on academic research projects
* To support the work and develop the activities of the business data service and proposed finance zone in MBS Library
* Where necessary, to install and maintain datasets, and carry out other related systems duties
* To develop and maintain tools and applications to facilitate specialist research e.g. Manchester Business Answers 24/7
* To liaise with academic user groups and technical support staff regarding requirements relating to data management and use of datasets
* To liaise with DTS about issues concerned with the provision of datasets access and development
* To undertake enquiry/information desk sessions at any UML site as may be required
* To form part of the Library’s T&L team, delivering a range of teaching & learning services in response to customer needs and the University’s T&L strategy
* To take an active approach to continuing professional development
* To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
* Such other duties as may reasonably be associated with the grade and a role of this nature
* To work at any Library site as required
* To be flexible in relation to hours of work as may be reasonably requested from time to time
* To wear supplied Library branded clothing during defined promotional activities and special events
* To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
* To share in the Library’s culture and values and ensure the working environment reflects the Library’s Ways of Working

**Person Specification:**

Essential knowledge, skills and experience:

* A good honours degree (or equivalent) in a relevant subject area, plus appropriate experience in a similar or related role or significant relevant vocational experience
* Proven ability to deliver effective presentations
* Experience in providing training to students at higher education level
* Proven analytical and problem-solving capability
* Proven communication and interpersonal skills
* Proven ability to handle reference and information enquiries successfully, including complex enquiries at an advanced level
* Ability to lead projects manage and supervise the work of staff
* Understanding and awareness of the requirements and work of a full-service international business school and of the wider business environment
* Ability to use initiative and to work both independently and as part of a team
* Willingness and ability to engage proactively with the academic community
* Flexibility and willingness to adapt to changing circumstance

Desirable skills, knowledge and experience:

* Knowledge and experience in the use of electronic business and financial datasets
* Programming experience
* Proven specialist numeracy and IT skills, with a wide range of experience of software packages, and an ability to make large datasets accessible to users of statistical packages such as STATA and SPSS, or able and willing to learn such packages